



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.3.41	Subject: EMPLOYEE DRESS, UNIFORM AND HYGIENE
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 3: Human Resources	Effective Date: May 1, 1997
Signature: /s/ Mike Batista, Director	Revised: 02/23/2015

I. POLICY

The Department of Corrections will ensure that all employees wear appropriate clothing and maintain a neat and clean appearance appropriate to their specific duties.

II. APPLICABILITY

All divisions, facilities, and programs Department-owned and contracted, as specified in contract.

III. DEFINITIONS

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility, or program operation and management.

Facility/Program - Refers to any division, prison, secure care correctional facility, correctional or training program, or community-based program under Department jurisdiction or contract. This term includes the facility building or residence, including property and land owned or leased and operated by the Department.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. In the interest of presenting a professional image to the public and serving as a positive role model for offenders, all employees will observe good habits of grooming and personal hygiene.
2. Supervisors are responsible for enforcing appropriate standards of personal appearance and cleanliness of employees in their work areas.
3. Administrators may establish additional standards or may require uniforms and facility badges as needed for the unique health, safety, modeling, and public image requirements of the work area.

B. Clothing and Uniforms

1. Clothing and uniforms must be clean, in good repair, fit well, and appropriate for the assigned work area.
2. Applicable facilities will establish procedures on the use and care of state-issued uniforms.

Subject: EMPLOYEE DRESS, UNIFORM AND HYGIENE

3. When an employee resigns, is terminated, or retires, his or her supervisor will assure return of all state-issued uniforms and accessories, as well as state-issued identification cards.
4. Questions that arise about what constitutes appropriate attire or hygiene may be directed to the immediate supervisor.

C. Facility Badges

1. Adult and youth secure facilities and community corrections programs may issue facility badges to employees.
2. Facilities that elect to issue badges must establish procedures that address:
 - a. when, how, and to whom badges are issued;
 - b. the procurement costs for each facility badge;
 - c. person responsible for maintaining and accounting for badges whether issued to a current employee, awarded to a former employee, or placed in storage; and
 - d. return and inventory of Department equipment/badges upon termination of employment.

D. Permanently Awarded Badges

1. Facilities may permanently award a facility badge affixed to a plaque so that it can no longer be used as a functional badge to individuals who terminate employment, are in good standing with the facility, and have a minimum of ten years of service.
2. Facilities must establish consistent criteria that define whether an employee is in good standing.
3. Eligible employees may apply for a permanently awarded badge by submitting a written request to the administrator.
4. If an employee has ten years of “good standing” service at different Department facilities, the administrator and the employee will determine which facility badge is awarded. If there is disagreement on this matter, the administrator will make the final decision.
5. Exceptions for permanently awarding facility badges may be allowed at the discretion of the administrator.

V. CLOSING

Provisions of this policy not required by statute will be followed unless the provisions conflict with negotiated labor contracts, which will take precedence to the extent applicable.

Questions concerning this policy should be directed to the Office of Human Resources.

VI. REFERENCES

- A. 53-1-203, MCA

VII. ATTACHMENTS

None